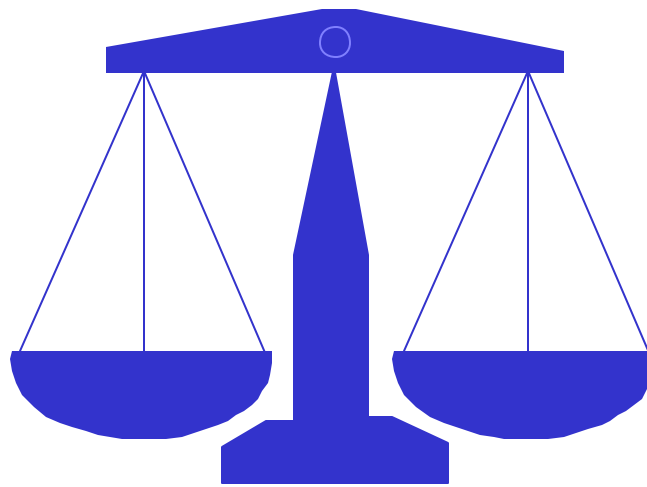


# ***Module 14: Creating Balance in Your Life***



# THE SPOUSE EMPLOYMENT ASSISTANCE PROGRAM

## SPOUSE CAREER/LIFE COURSE – MODULE 14

### TRAINING OUTCOME

This module concludes the course. Participants will explore ways of managing change and creating balance in their lives as they move toward achieving their Career Plan.

They identified the attitude and role adjustments associated with their change, identified ways in which they can create a buffer against the stress experience during change, and allocate time to balance the demands of their of the new situations. Participants will also revise their ICLP based on what they have learned in the course.

During the final part of this module, participants will complete action planning cards for the next three and six months. There will also be a review of expectations and learnings from the course.

### ESTIMATED TIME

2 hours 10 minutes

### AGENDA

- Introduction
- Characteristics of Change
- Creating Balance
- Attitude and Role Adjustments
- Taking Care of Number One
- **Ex:** My Lifestyle Buffer
- **Ex:** Updating My ICLP
- Follow-on Support
- Module Summary

- Review of Key Learnings and Expectations
- Course Evaluation
- Tips to Remember

## **PARTICIPANT MATERIALS**

- Participant Guide

## **TRAINING AIDS**

- Overheads 1 through 10
- Pre-prepared chart (see Preparation Notes to the Instructor)
- Chart of participant expectations from Module 1
- Action planning cards (index cards)

## **EQUIPMENT AND SUPPLIES**

- Overhead projector
- Easel, Chart paper, Tape, and Markers

## **PREPARATION NOTES TO THE INSTRUCTOR**

1. Set up room by arranging the furniture in an appropriate manner.
2. Hang the chart of a Career Plan in the room. Prepare to discuss Career Plan and the link to this module.
3. Prepare a chart listing the agenda.
4. Towards the end of the module, you will distribute two sets of action planning cards for participants to complete (index cards will work). Participants write their actions steps to complete in three month and in six months. You collect one set of these cards to follow-up at the appropriate time.
5. Post the chart from Module 13 of the participants' expectations.
6. Toward the end of the session, if participants agree, you can distribute the course participants address and telephone list for contact and continued support to each other.
7. After the training, take down any charts, tidy up the room and rearrange the furniture

to its original arrangements.

8. Display Overhead 1 prior to the start of class.

## Module 14: Creating Balance in Your Life



### INTRODUCTION (10 MINUTES)

1

**Welcome** participants to the training:

- Introduce yourself and welcome participants to their local Family Service Center and to the Spouse Career/Life Course.
- Set up boundaries for confidentiality sake.
- Provide a brief summary of your background and experience.
- If applicable, introduce other persons (non-participants) or guest speakers and describe their role.
- State that some modules will be presented by guest speakers on specific specialist areas.
- Notify the participants that the role of the instructor(s) is to take participants through the course and provide them with support whenever they need it. If participants wish, they can approach you individually during breaks, after class hours by appointment, etc.
- Review logistics (e.g., breaks, bathrooms, and drink machines); Review Module agenda.
- Tailor the module for your audience.

### *Page 252 - Participant Guide*

- State what will be covered in this module; review agenda.
  - Every career or life decision that you make involves change. Change is a natural part of living. Change is about choices and tradeoffs, and creating balance in your life.
  - This is the last module of the course, so we will try to wrap up all that you have learned. By the end of this session, I want to be clear about what your next steps will be and to focus on achieving these actions over a set time frame.



2

**State Objectives:**

At the end of this module, you'll be able to:

- Identify attitude and role adjustments associated with your career or life change.
- Identify ways to build resistance to stress.
- Allocate time to create balance in your life.
- Update your ICLP based on new insights provided by the course.
- Identify specific actions to take over the next 3 and 6 months.
- Review the different follow-on services and options available to you, to help you achieve your goals.
- Identify some key tips for future success.

The later part of this module will be aimed at reviewing the key learning points you gained from the overall course, as well as revisiting your expectations to see if they were met.

Career Plan link to module:



**Page 253 - Participant Guide**  
**Instructor Aid 1**

**Instructor Note:** Refer to Career Plan wall chart.

- Every good business reexamines its goals and vision periodically. These change as you grow and learn. In this module, you will reexamine your goals, vision, and marketing plan, make changes that reflect new ideas and new information, and ensure your values and preferences create balance in your life.
- Your vision is important! You've worked hard to understand the steps to attain your goal and now have the opportunity to make your Career Plan and goals come true.

## CHARACTERISTICS OF CHANGE (5 MINUTES)

**Discuss** change:

- Can be an emotional roller coaster. Change brings up all kinds of thoughts and feelings.
- Think back to a time in your life when you were experiencing a significant

change.

**Facilitate** discussion:

Ask participants: “What were you thinking and feeling?”

***Instructor Note: Record participant responses on chart paper.***

**Possible responses:**

- Overwhelmed
- Uncertainty
- Adventurous
- Emotional stress
- Undirected energy
- Controlling behaviors
- Loss of control
- Concerns about own competence
- Chance to learn new skills
- Chance to meet new people
- Increased conflict
- Shock/numbness
- Depression
- New opportunity
- Anger
- Limbo
- Excitement
- Nervousness
- Fear
- Surprise

Making a change in one part of your life (e.g., new career) will bring change to another (e.g., family, personal well being). Although change may seem overwhelming, think of it as a journey. We all experience journeys of change during our lives. When we create balance in our lives, our journeys are smooth, pleasurable, and exciting.





3

## CREATING BALANCE (5 MINUTES)

**Discuss** balance model:

- As you go through change, it's important that you understand where you need to create balance in your life.
- **Identify** the four main areas that are important for ensuring you live a healthy balanced life.
  1. **Job** – this involves being either full-time, part-time, a consultant, temporary work.
  2. **Community** – this could involve being a full time or part time volunteer.
  3. **Family/Home** – this involves your spouse, children, parents, significant others, friends, location, home fun and financial planning.
  4. **Personal Wellbeing** – this involves YOU, i.e., your hobbies, leisure, health, education and spirituality.
- Now let's take some time to explore how to create balance in you family/home and in your personal well being.

## ATTITUDE AND ROLE ADJUSTMENTS (15 MINUTES)



4

**Address** family attitude and role adjustments:

- When we start moving toward our Career Plans, we shake up everyone around us. We start doing things for ourselves and stop doing certain things for our families. All of a sudden, our energy is going somewhere else. Our families may feel like we're drifting away and express anger or resentment.
- We really want our families to be on our side. We can't achieve our Career Plans without the emotional support that our families provide.

**Highlight** ways to work with family members:

- Family members want to feel needed, involved, and included. Certain things will have to get done, and family members will have to make changes to ensure that these things are accomplished.
- Family meetings provide opportunities for joint decision making and exchange of feedback. These family discussions provide a forum for agreeing to the family's shared priorities, making decision that will affect the family, addressing and resolving any family issues, and pitching in with practical help and emotional support. Some families even take notes and have written agreements about the roles of family members.

- Your Career Plan should be a shared family goal. Enlisting the support of your family will help you succeed in achieving your Career Plan and will make your process of change more enjoyable.

***Page 254 - Participant Guide***

***Instructor Aid 2***

***Instructor Note:*** Highlight key points.

**Reiterate** the importance of support from friends and peers:

- Can count on friends and peers for support during change process.
- They can give you emotional support and practical help if you invite them to be involved.

Share your triumphs as well as your hopes, fears, and failures.



**TAKING CARE OF NUMBER ONE** (5 MINUTES)

**Introduce** concept of a lifestyle buffer:

- Any kind of change is stressful, but through it all, you need to take care of number one - you! Developing a lifestyle buffer can create balance in your personal well being and build resistance to the stresses of your new situation.

**List** what a lifestyle buffer can include:

- Good nutrition
- Exercise
- Rest
- Play
- Hobbies
- Spiritual beliefs and practices



5

**EXERCISE 1: MY LIFESTYLE BUFFER** (10 MINUTES)

**Introduce** exercise:

- Have an opportunity to look at current lifestyle buffer.

**Conduct** exercise:

**Page 255 - Participant Guide**  
**Instructor Aid 3**

1. For each category, shade in the relevant area based on the number that reflects the extent to which that item is currently part of your lifestyle.
2. Take about 10 minutes to complete exercise.

**Wrap up** exercise:

**State** that it will be important to decide what steps to take to create a more balanced target.

**EXERCISE 2: UPDATING MY ICLP** (20 MINUTES)

**Introduce** exercise:

- In Module 3 you should have completed your ICLP, which is the spouse's business plan for your Career Plan. You have put all the pieces together and translated your Career Plans into attainable goals, assessed your strengths, and determined where you can best contribute and grow.
- Since business plans are constantly updated, you will have an opportunity to revisit and update your ICLP based on the knowledge you have gained.

**Conduct** exercise:

**Instructor Note:** Refer participants to their ICLP that they completed in Module 3. Obtain a copy of an ICLP

*and refer to it while explaining the instructions.*



6

1. Spend some time reviewing what you covered in the last modules and then review your short- and long-term goals. Ask yourself, “Are these still the goals I wish to achieve?” If not, then update them.
2. Next, review your specific objectives and identified training options for each goal. Again ask yourself are these the objectives I wish to achieve. Change them if needed.
3. The next step will be reviewing your individual growth and wellness plan. Examine what you identified as your potential obstacles, measure of progress and review dates. If you see that any changes are needed, please do so.
4. You should also review what you identified as sources of help but you may want to wait until the end of this module to make necessary changes. After this exercise we will be examining the different options available to you for follow on support.
5. If you have any question please ask me.
6. Take about 15 minutes to complete this review.

**Pages 256 and 257 - Participant Guide**

**Instructor Note:** Go around the room providing assistance to participants. Refer participants to the clean copies of the ICLP in the Participant Guide.

**EXERCISE 3: ICLP, PART 2** (20 MINUTES)

**Introduce** exercise:

- As mentioned earlier, we want you to be focused on achieving specific action steps over the next few months. The second part of this exercise is to complete the action planning cards I have just handed out. The aim of these cards is to help you translate your ICLP into specific steps you need to take over the next 3 and 6 months.
- I will be giving you two complete sets of cards. The first set will be for your own use and the second set will be for my use. I will explain how I will use them after the exercise.

**Instructor Note:** *Distribute action cards to participants.*

**Conduct** exercise:

1. Write your name, and “3 month action plan,” on two of the cards. On the second card also include your telephone number.
2. Then write your name, and “6 month action plan” on the remaining two cards. Also include your telephone number on the last card.
3. Next, review your ICLP and focus on just one of the goals that you have set yourself.
4. On the first card marked “3-month action plan,” identify the specific actions you will take over the next 3 months to achieve this goal. When you are happy with the actions you identified, please copy them onto the second card marked “3 month action plan”.
5. Next, identify the specific action you will take to achieve this goal over the next 6 months and write them down onto the first card marked, “6-month action plan.” When you are happy with the actions you identified, please copy them onto the remaining card.
6. Please think carefully about this exercise and examine all details such as obstacles to overcome, support structures you can utilize etc.
7. Take about 15 minutes to complete this exercise.
8. When this exercise is finished, I will collect the cards with your telephone numbers.



7

**Instructor Note:** *When time is up, collect 3 and 6 month action cards from each participant. As you collect the cards, inform participants that they will be contacted in three and six months to see if they*

*have completed their action steps.*



8

**Stress** importance of updating:

- Your ICLP and action planning cards are all based on what we know about you and the marketplace NOW.
- This will constantly change—change happens. It is very important that you listen to feedback and regularly review your goals and objectives and make the appropriate changes. Scanning the marketplace is also very important to see what changes are happening in your areas of interest.
- Your ICLP is a dynamic document which should be kept up-to-date with you and the environment.



9

## **FOLLOW-ON SUPPORT** (10 MINUTES)

**Review** follow-on support options:

### **Page 258 - Participant Guide**

- Throughout the course we have been stressing the support you can receive from SEAP and your local FSC. There are other groups and options available to help you.
- **A SEAP Manager** – will be available to answer any other questions you may have related to this course. They will also use the action planning cards you provided, to call you in 3 and 6 months time to see how you are progressing in meeting your action plan items. Their aim is to provide support and encouragement for you for carrying out those plans.

**Instructor Note:** *Indicate whether a counselor will be you or another designated individual.*

- **Each other** – Some of you have spent the majority of this course together and have shared each other's Career Plans. It would be a good if you formed a support group to continue to support and help each other.
- **Small “buddy” group** – this is a group of 2-3 of your friends or people in a similar situation, that you can meet with regularly to review each others progress and kept each other on track.
- **A job club** – group of people looking for work who regularly meet, setting individual goals that are to be accomplished before the next meeting.
- **Spouse professional association** – organizations of military spouses to promote professional growth. Also, look in local community for associations in field of interest (e.g., American Society of Training and Development, or areas of retail management, education) . Associations can be

found in the blue pages of local telephone book. These local associations have workshops, job ads, and support people in job search or career development, or specific area field of interest.

- **Spouse Groups** – See FSC or Ombudsman for further information

**Outline** the importance of supporting each other:

**Instructor Note:** *Distribute the course participant address and telephone list.*



10

## **COURSE EVALUATION** (15 MINUTES)

**Introduce** evaluation:

- In order to continue to improve the course for future participants and to check that we are taking the right approach, it is important that we obtain your feedback on the course.

### **Pages 259 and 260 - Participant Guide**

**Instructor Note:** *Ask participants to be specific with their comments.*

**Facilitate** discussion:

**Ask:** “What were the highlights of the course?” “What would you change about the course?”

**Instructor Note:** *Go around the room obtaining some examples from participants. Acknowledge the positive and negative feedback.*

If you think of any more feedback in the following weeks which you feel is important, please feel free to contact either myself or a representative from your FSC.

## **TIPS TO REMEMBER** (5 MINUTES)

**Review** tips for success:

### **Page 261 - Participant Guide**

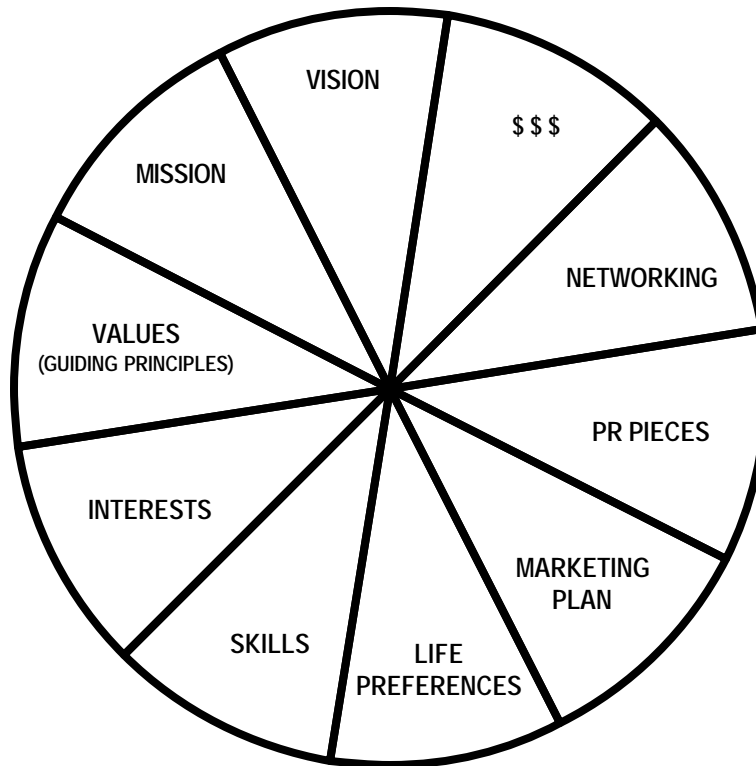
- Provide a few important final tips for achieving success in future endeavors.
- Believe in yourself. You can change if you put the effort in and work at it.

- Don't expect instant results. Change takes time.
- Stay focused on your goals.
- Be adaptable.
- Accept your weaknesses and ask for help when needed. Rejection will happen, learn from it but move on.
- Look after yourself and keep your life in balance.

You all have a great opportunity ahead of you to take control of your lives and achieve your Career Plan. Remember back in the first module when I described the determination? You know what you want, now you have to go get it.

Good luck to you all and thank you very much for your interest and participation during this course.

## *Career Plan*



Every good business reexamines its goals and vision periodically. These change as you grow and learn. In this module, you will reexamine your goals, vision, and marketing plan, make changes that reflect new ideas and new information, and ensure your values and preferences create balance in your life.

Your vision is important! You've worked hard to understand the steps to attain your goal and now have the opportunity to make your Career Plan and goals come true.

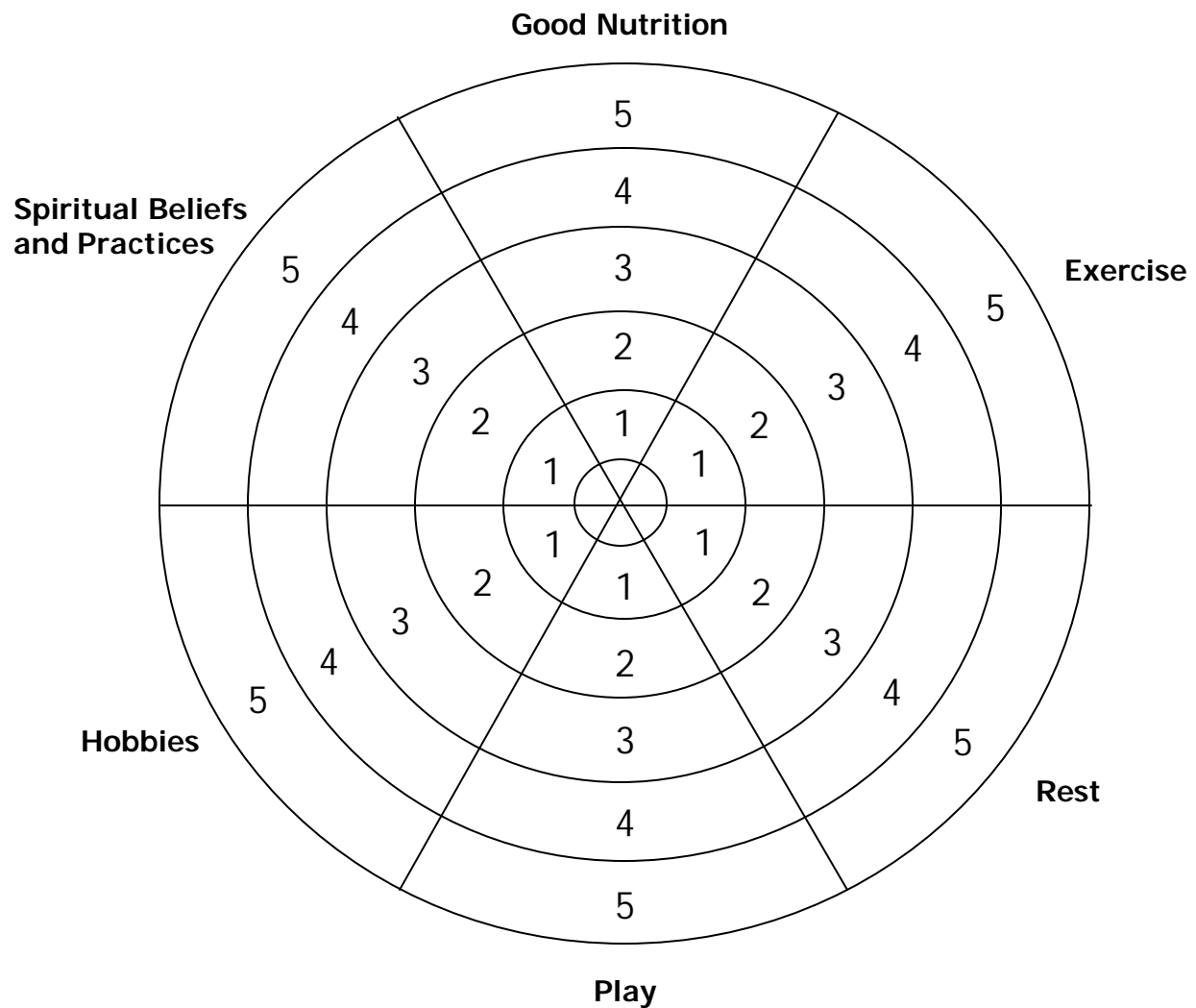
## *Enlisting Support from Your Family*

1. Let your family know that you're committed to your goals and ask for support.
2. Support your family in the things they care about.
3. Give your family specific ways of helping you.
4. Set clear boundaries that enable you to pursue your goals.
5. Delegate areas of responsibility to each family member.
6. Hold family councils to keep the lines of communication open.
7. Express gratitude and appreciation for your family's help.
8. Share your achievements with your family and give them credit for their part in your accomplishments.





## *Lifestyle Target*



Key:

- 1 = Not at all part of my lifestyle
- 2 = Rarely part of my lifestyle
- 3 = Sometimes part of my lifestyle
- 4 = Often part of my lifestyle
- 5 = Always part of my lifestyle